

Internship Posting: Fairfax City Economic Development Fellow

City Government Description:

The City of Fairfax government is dynamic and resident / business focused. City government prides itself on providing residents, businesses, and visitors of the City alike the highest level of municipal services and quality of life. The City of Fairfax, located prominently in the center of the Washington, DC metropolitan region, benefits greatly from its proximity to the Nation's capital which includes a number of regional, national, and international job centers, and its proximity to George Mason University. The City boasts a highly skilled, highly educated workforce, maintains its own police and fire departments, and provides for excellent educational opportunities through a school services agreement with Fairfax County Public Schools.

Office Description:

The Economic Development Office's (EDO) mission is to serve the City's business base, jobseekers, and commercial districts. EDO makes it easier for businesses in Fairfax to start, operate, and expand by providing direct assistance to business owners, supporting the City's commercial energy centers, and promoting economic opportunity to all members of the community. EDO continues to reach for the highest standards through innovative systems and programs, new approaches to government, and a strong focus on its business/ city constituents.

Program Description:

The Director of Economic Development is seeking a Fall 2016 Fairfax City Economic Development Fellow with a focus on Information Systems and Operations Management (ISOM) to work on and assist with:

- development of a strategic plan to implement recommendations made by the City's advertising firm regarding the adoption of a new marketing brand;
- development of programs to help strengthen the City's economic and business base;
- development of a city-business inventory and database along with component economic development programs;
- other programs and initiatives as deemed necessary by the Director.

Economic Development Fellows will be expected to work at a minimum 15 hours per week. Fellows will be required to attend a biweekly meeting with the Director to review current projects and discuss upcoming expectations and deliverables. All fellows will be provided with a City email address and will have access to a computer and office space during the duration of the program. The fellow may seek academic credit for this position with the appropriate approval of his or her academic institution.

Qualifications:

The ideal candidate will:

- have an interest in the operation of municipal government, institutional operations and marketing of programs and services, urban/ city planning;
- be comfortable with public speaking and presentations;
- be able to clearly and succinctly communicate technical information to non-experts;

- be able to assume a leadership role on specific, assigned projects, and coordinate responsibilities with colleagues or other fellows/ interns;
- be enrolled in a relevant academic program.

How to apply:

To apply, please email a cover page, resume, and brief statement of interest (not more than one page) to Christopher M. Bruno, Esq., Director of Economic Development, at christopher.bruno@fairfaxva.gov. **Applications should be received by Friday, August 26th at 5 p.m.** Please include “Application for Economic Development Fellow” in the email subject line. Note: Only those applicants under consideration will be contacted.